Rosalie 

C/o-Mobile: +971504973598 E-Mail: rosalie.344543@2freemail.com

**Objectives:** Hardworking and analytical Accountancy graduate seeking for a position where I can integrate my background and experience to leverage my knowledge in accounting or auditing.

**Work Experience:**

 **TAX ASSISTANT**

 PHILIP MORRIS FORTUNE TOBACCO CORPORATION, INC.

 JUNE 2013 – SEPTEMBER 2016

 PLANT C & D CHAMPACA STREET, BRGY. FORTUNE, MARIKINA CITY, PHILIPPINES

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| **Job Description:**  |

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| Tax Audit |

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| 1.) Arranged, Summarized, Monitoring and Review CWT's (FORM 2307) as per documents. |

2.) Inventory Stock Count for every Semi-Annually and Yearly.

3.) Inventory Count of Invoices for Disposal/Dismantle

Tax Operation **(Export Permit, PRDM and PRC application and monitoring process)**

1.) Arranged and summarized the transmittal in every boxes for tax refund.

2.) Prepared all related documents for tax refund.

3.) Filing, Monitoring and Consolidating the updated PMFTC and PMPMI advance Excise Tax Payment.

4.) Scanning, Monitoring and Filing the Updated PMPMI ORB's, Journal Voucher's (PRDM's/PRC's) and
 Balance Sheet.

5.) Support in preparation of Export Compliance.

6.) Collating and Review of documents needed for BIR (PRD, Inspection Fee, Sea/Air Waybill, Export Entry

 Declaration BIR 0605, PRC, Invoices, and Export Permit)

7.) Assist in the daily updating of PMPMI Remittance.

 - Preparing of needed documents for Remittance (SAP, Bank Statement & Bank Certificate)

 - Daily Checking of Pending Remittance

8.) Manage documentation, Organize in appropriate order and Filing

 Filing of:

 - ATP (FORM 1921)

 - LBT

 - Permit to Manufacture

 - Tax Declaration

 - Certificate of Registration (FORM 2303)

 - Real Property Tax

 - Received Remittance

 - Annual Registration Fee (FORM 0605)

9.) Filing and making follow up for documents needed to BIR - FOD, ETRD, Audit and others

 -filing of export permits PRDM PRC

 - making follow up for needed documents permits etc.

10.) Supporting the department with other various projects and administrative duties.

 ON THE JOB TRAINEE

 LOCAL GOVERNMENT UNIT

 APRIL – MAY 2012

 URDANETA CITY, PANGASINAN, PHILIPPINES

**EDUCATIONAL BACKGROUND:**

Bachelor of Science in Accountancy

Urdaneta City University

Pangasinan, Philippines

April 2013

**SEMINARS AND TRAININGS ATTENDED:**

February 2014 Global Bribery and Corruption Awareness

 Philip Morris International E – Training Centre

February 2014 Responsible Records Creation

 Philip Morris International E – Training Centre

February 2014 Insider Trading: Avoiding Risky Behavior

 Philip Morris International E – Training Centre

February 2014 PMI: Appropriate Workplace Behaviour

 Philip Morris International E – Training Centre

March 2013 Quality, Productivity & Employability Enhancement Seminar

Urdaneta City University

January 2013 Updates on Income and Business Taxation

Urdaneta City University

April 2012 Seminar on Personality Development and Office Practice

 Urdaneta City University

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| **QUALIFICATIONS:** |
|  Bachelor of Science in Accountancy graduate. |
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|  Possesses good interpersonal and communication skills and manages multi-tasking effectively. |
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|  Computer literate (e.g. Microsoft Word, Excel and Power Point) |

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| **PERSONAL INFORMATION:****Gender** Female**Age                                    2**4**Date of Birth**  February 21, 1992**Height** 5’3**Civil Status**Single**Citizenship**Filipino **Language Spoken** Tagalog and English |

 I hereby certify that the above information is all correct and true.